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Office Memorandum • UNITED STATES GOVERNMENT

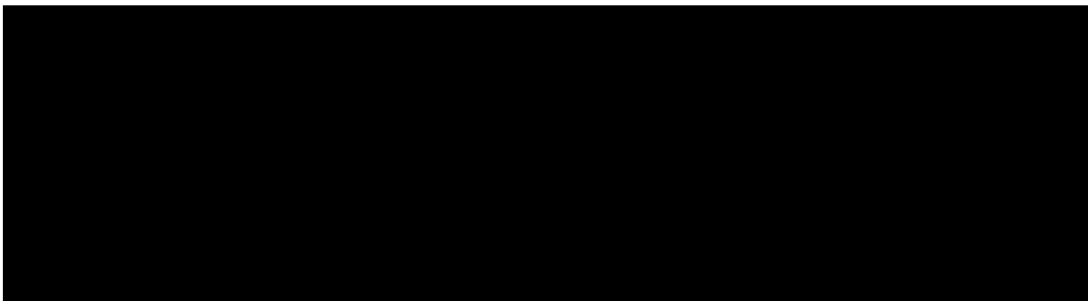
TO : Chief, Technical Review & Policy Staff, LO DATE: 20 Jan. 1955

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

(1) Logistics Office concurrence regarding the following proposed regulatory issuances was forwarded to the Regulations Control Staff:



Headquarters Controlled Projects, was forwarded to the Regulations Control Staff for formal coordination.

b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Support Course (continued item)

No change.

b. Records Survey (continued item)

Physical surveys of Procurement Division have been completed.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The Transportation Division has completed its review of the proposed procedure for the control of the single allotment of

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unvouchered funds for Transportation of Things (03), and has recommended concurrence. A memorandum from the Chief of Logistics to the Comptroller concurring in the proposed procedure will be forwarded within the next week.

- d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances
(continued item)

No change.

- e. Management Survey, Mail & Courier Branch (continued item)

No change.

- f. Action Indicator for Project [REDACTED] (completed until further notice)

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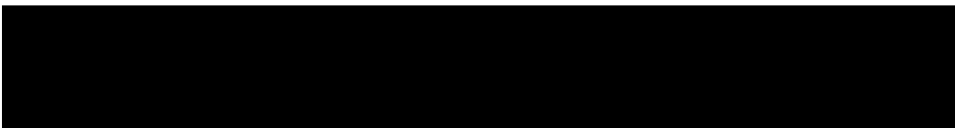
Logistics Office Staff and Division personnel have advised they are in agreement with the opinion of WE Division that assignment of a routing indicator at this time would accomplish no purpose. This matter will be discussed further with the Case Officer prior to his visit to the installation.

3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

- (1) Personnel Report (continued item)

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- (2) Basic Orientation Course (continued item)

The LO Training Officer presented a lecture on "The Place of Logistics in Agency Operations" in the Operations Support Course on 19 January 1955.

- (3) Logistics Supervisory Training Program (continued item)

No change.

- (4) Logistics Training Program (continued item)

(a) [REDACTED] new Chief of Administration, SR Division, received two days of orientation in LO this week.

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(b) [REDACTED] FE Division, is receiving one week's on-the-job training in Real Estate and Construction Division, preparatory to his field assignment as a Billeting Officer.

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(c) Two logistics personnel are enrolled in the TSS sponsored Technical Devices Orientation Course [REDACTED] which began this week.

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(5) Survey of Military Training Facilities (new and continued item)

An initial meeting was held with representatives of the Office of Training who will assist in subject survey. Current Army and Air Force Training Catalogs were reviewed.

b. Request for Construction (continued item)

Work on the enlarging of the mail loading platform at Que Building, and the modification of the fence in that area is approximately 90% complete.

c. Survey of AS by Office of Inspector General (completed until further notice)

No change.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,738	✓ 638
Outgoing	<u>7,384</u>	✓ 1,246
	12,122	✓ 1,884

Postage Expended	\$800.00	- \$235.90
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(2) Courier Activities

Scheduled Courier Trips	300	✓ 5
Special Courier Trips	114	- 6
Inter-Agency Mail by Courier		
Incoming	1,765	✓ 154
Outgoing	<u>2,570</u>	- 44
	4,335	✓ 110

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e. Fitness Reports (new and completed item)

A revised system of review and control of Fitness Reports has been devised to expedite their processing within the Logistics Office and is being installed on a trial basis.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

(1) The LO Career Management Officer met with [REDACTED] DD/P, FE, for the purpose of expediting the rotation of LO Designees to and from the Far East complex.

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(2) On 12 January 1955, the LO Career Management Officer met with representatives of the Office of Personnel, Placement and Utilization Division, in order to discuss ways and means of facilitating the placement, recruitment, rotation, and utilization of LO Designees.

(3) Work is continuing on the development of system and procedure, as well as files and records, designed to provide for the administration of the Logistics Office Career Management Program.

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b. Freight Elevator at Tempo [REDACTED] Building (continued item)

No change.

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LO/AS/mel

Distribution:

- 3 - Addressee
- 1 - LO Official file
- 1 - LO/AS routing

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